



Howard County

RECREATION & PARKS

Questions: Linda DiPanfilo, Volunteer Coordinator, 410-313-4704 or Ldipanfilo@howardcountymd.gov

Registration and Application Process for ***First-Time*** (new) Junior Counselors

- 1. REGISTER as NEW JUNIOR COUNSELOR:** Register with Howard County Recreation & Parks using: **RP1890.411**. Early registration is encouraged! Space is limited! Howard County residents: online registration begins Feb 4 at 6:00 PM – all other methods begin Feb 5. Out-of-County residents: online registration begins Feb 11 at 6:00 PM – all other methods begin Feb 12. The registration fee is \$40. Fee includes: comprehensive training, Junior Counselor manual, two camp shirts and certificate of participation. Applicants not accepted into the program receive a full refund.

Options for Registering

*To print a Registration Form for fax, mail-in or walk-in registration, go to:

http://www.howardcountymd.gov/uploadedFiles/Home/Facilities/Recreation_and_Parks/Registration%20Form%20New.pdf

IF YOU PLAN TO REGISTER ONLINE AND YOU DO NOT ALREADY HAVE AN ONLINE ACCOUNT WITH RECREATION AND PARKS, PLEASE CREATE AN ACCOUNT VIA THE ONLINE LINK BELOW, *BEFORE* FEBRUARY 4TH. A NEW ACCOUNT TAKES 24 TO 48 HOURS TO PROCESS. YOU CAN NOT REGISTER ONLINE WITHOUT AN ACCOUNT.

Online: <https://apm.activecommunities.com/howardcounty/?>
Phone: 410-313-7275 (8 AM-4:30 PM, M-F)
*Fax: 410-313-4660
TTY: 410-313-4665 (8 AM-4:30 PM, M-F)
*Mail-in: Howard County Recreation and Parks Headquarters
7120 Oakland Mills Rd. Columbia, MD 21046
*Walk-in: Howard County Recreation and Parks Headquarters
7120 Oakland Mills Rd. Columbia, MD 21046 8 AM-4:30 PM, M-F

- 2. SCHEDULE INTERVIEW:** After registering, prospective Junior Counselors (JC) will receive, via email, a list of available interview time-slots. All New JC's are interviewed in person; with interviews beginning February 2015 through April 2015. Interviews are typically scheduled on Tuesdays and Thursdays between 3:00 PM - 7:00 PM.

The interview process provides applicants with valuable interviewing experience.

- 3. COMPLETE JUNIOR COUNSELOR APPLICATION:** After registering, prospective Junior Counselors will receive, via email, a Junior Counselor Application form. Complete the application form and bring it to the interview.

The application process provides candidates practical experience with completing employment-related paperwork.

4. **REVIEW CAMP INFORMATION:** After registering, prospective Junior Counselors will receive, via email, a camp list and Camp Placement Request form. Review the camp list which includes the name, description, location, date and time of each camp accepting JC's. Using the Camp Placement Request Form, JC's select a first, second and third choice for camp placement. Bring this form to the interview.

Only a select number of Howard County Recreation and Parks camps participate in the Junior Counselor Program. Camp placement is on a first come first served basis.

5. **ATTEND INTERVIEW:** Interviews are conducted at - Roger Carter Community Center, 3000 Milltowne Dr., Ellicott City, MD 21043. Generally, candidates are accepted into the program based on a successful interview and are notified at the time of the interview whether they are accepted into the program.

****Bring completed Junior Counselor Application and Camp Placement Request to the interview.**

6. **CAMP PLACEMENT REQUEST:** As noted in step 4, prospective JC's will select a first, second and third choice for camp placement. Every effort is made to honor camp placement requests, however it is not always possible and is based on availability. The Volunteer Coordinator reviews and confirms camp placement requests during the interview.

Some camp locations are dependent upon Board of Education permits therefore locations are subject to change. Camps may also be cancelled due to low enrollment. In these situations, every effort is made to work with applicants to find an alternate placement(s).

7. **REGISTER FOR WEEKLY CAMP SESSION(S):** After receiving confirmation of camp placement(s) and instruction on weekly camp registration, the JC may register for weekly camp sessions. New Junior Counselors may not register for weekly session(s) prior to interviewing or acceptance into the program. JC's can register for 1 up to 7 weekly camp sessions, based on availability. The program runs June 22 through August 7. The cost is \$30 per weekly camp session.

8. **COMPLETE AND RETURN REQUIRED PAPERWORK:** Junior Counselors and parents must complete all required paperwork. Instructions will be provided at time of interview.

9. **ATTEND MANDATORY TRAINING:** The mandatory Junior Counselor Orientation and Training is scheduled for Saturday, May 30, 2015, 1:00PM – 3:00PM at North Laurel Community Center, 9411 Whiskey Bottom Rd., Laurel, MD 20723. Camp-shirts(2), name badge, JC manual and camp placement schedules are distributed at the training. **Parents/guardians of new Junior Counselors must attend the Parent Orientation portion of the training from 2:30 PM – 3:00 PM.**

